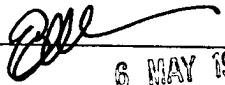
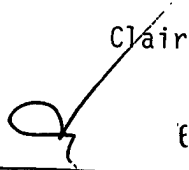



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| | | |
|--|-----------------|---|
| TRANSMITTAL SLIP | | DATE. 3 May 1985 |
| TO: EO/CDA | | |
| ROOM NO. | BUILDING |  6 MAY 1985 |
| REMARKS: Drop copy for your information. Clair  AODA ODA  ODA Reg (file) FROM: DDO - Clair E. George | | |
| ROOM NO. | BUILDING | EXTENSION |

FORM NO. 241
1 FEB 66

REPLACES FORM 36-8

(47)

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85-1616

ROUTING AND TRANSMITTAL SLIP

Date 2 MAY 1985

| TO: (Name, office symbol, room number, building, Agency/Post) | Initials | Date |
|---|----------|------|
| 1. C/CMS | P | |
| 2. DDO/Registry | ✓ | |
| 3. DDO | ✓ | |
| 4. | | |
| 5. | | |

| Action | File | Note and Return |
|--------------|----------------------|------------------|
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

This clerical shortage is an epidemic. I can't overemphasize the seriousness of the clerical shortfall in the DO! EA Division is down 22 and has literally turned off the lights in some offices. I don't think O/P can balance their CT, analyst and clerical requirements enough to provide any relief.



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

| | |
|--|----------------|
| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
| C/CMS 2C 20 HQS | Phone No. |

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO : 1983 O - 381-529 (301)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Clerical Requirements in the Directorate of OperationsFROM: Clair E. George
Deputy Director for Operations
7 E 26 Hqs.

NO.

DATE

30 APR 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show flow from whom to whom. Draw a line across columns after each comment.)

1.

D/Pers

6 N 04 Hqs.

2.

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DD/O 85-0748

S E C R E T

DD/A Registry
85-1616

3 MAY 1985

MEMORANDUM FOR: Director of Personnel

FROM: Clair E. George
Deputy Director for OperationsSUBJECT: Clerical Requirements in the
Directorate of Operations

Bos,

1. The Directorate of Operations is in desperate need of qualified typist clerical help. Every Division and Staff within the Directorate has clerical requirements which the Office of Personnel, unfortunately, has not been able to fill. The most critical needs are in the Latin America Division's [redacted] - these groups require a total of nine clericals immediately. In addition, of course, other offices within the Directorate have more than 75 vacancies, which must be filled on an expeditious basis. We were advised that in January the Office of Personnel had approximately 124 secretarial/clerical applicants in-process and pre-slotted for the DO. Yet in the past month we have received only six individuals (four full-time and two part-time), leaving about 95% of our requirements unfilled.

2. I would appreciate your assistance with this increasingly serious problem. This is not a new phenomenon but one that has persisted for six months or longer. I am besieged daily with horror stories about clerical shortfalls, growing workloads and backlogs and the resulting negative impact on morale. This is compounded by no action on the long discussed secretarial study and options. Please advise me of a solution.

[redacted]
Clair E. George

S E C R E T